

(14 November 2024)

University Standards and Rationale



 Japan University Accreditation Association

University Standards

Preamble

1. As an institution of higher education and pivotal organization in academic research that respects academic freedom, the university has a mission to advance science and contribute to social development by fostering capable human resources possessing a strong sense of humanity, enhancing the creation and application of knowledge and technology, and preserving and passing on the arts and sciences. Each university is mindful of this mission, maintains standards appropriate to an institution of higher education and strives to realize its own mission and purpose by continual self-assessment of its organization and activities to improve and enhance its organizational competence.
2. The University Standards serve as criteria for university accreditation conducted by the Japan University Accreditation Association. They also serve as a guideline for the university to maintain appropriate standards and enhance its competence.

Standards

[Mission and Purpose]

1. The university has appropriate purposes in education, research and human resource development based on its mission, which are made public in an appropriate manner. The university has clearly defined medium- to long-term plans and other strategies to realize this mission.

[Internal Quality Assurance]

2. The university has an internal quality assurance system to realize its mission and purpose, with which the university continues to regularly maintain and enhance the quality of the education it offers.

[Education and Research Organizations]

3. The university has appropriate education and research organizations to realize its mission and purpose.

[Teaching and Learning]

4. The university has degree award policies and curriculum design and implementation policies to realize its mission and purpose, which are made public in an appropriate manner. Following its curriculum design and implementation policies, the university establishes a coherent curriculum that produces appropriate educational outcomes, implements measures for effective education and grants degrees appropriately. The university assesses and evaluates learning outcomes against those identified in the degree award policies.

[Student Enrollment]

5. The university has admission policies to realize its mission and purpose, which are made public in an appropriate manner. Based on its admission policies, the university conducts an orderly and equitable screening process.

[Faculty and Faculty Organization]

6. The university has clearly defined qualifications and qualities it seeks in its faculty and policy on the formation of its faculty organization to realize its mission and purpose. The appropriateness of its faculty organization translates into education that achieves learning outcomes and the university's research objectives. The

university constantly strives to enhance its faculty competence.

[Student Support]

7. The university has a clearly defined policy on student support to realize its mission and purpose. Following this policy, the university provides support to enable students to focus on studying in a secure environment, with appropriate support for student learning and campus life, as well as career guidance.

[Education and Research Environment]

8. The university has a clear policy on maintaining an environment for education, research and other purposes to realize its mission and purpose that allows students to adequately learn and faculty to conduct substantive education and research activities. Following this policy, the university appropriately establishes and administers its learning, education and research environment.

[Social Cooperation and Contribution]

9. The university has an appropriate social cooperation and contribution policy to realize its mission and purpose. Following this policy, the university partners with the regional or global community to advance the public good with its educational and academic resources.

[Management and Finance]

10. The university has a clear management policy to realize its mission and purpose, and administers the school based on regulations stipulated in accordance with this policy to efficiently and sufficiently fulfill its role. There are appropriate offices to support, maintain and improve its education and research activities, and faculty and staff members are constantly trained to expand their competence in administration duties. The necessary and adequate financial resources are secured for appropriate management.

University Standards Rationale

Preamble

This section clarifies the expected role of universities and the rationale for the University Standards.

1. Expected Role of Universities

As a pivotal institution of higher education and research, the university nurtures a rich sense of humanity in pursuing the truth and cultivates human resources. It constantly verifies its activities and that of society, maintains and improves education and research standards befitting its role and enhances the well-being of the communities it serves.

Present-day progress in academic research, structural changes in society and the economy, and the rapid advancement of globalization and digital technology have demanded that universities be more diverse, engage in cutting-edge research and fulfill their distinctive mission. Society expects universities, with their expertise, to make proposals and present knowledge based on constructive, critical verification of trends in society to provide for its betterment. The university constantly assesses whether it meets these expectations and works to substantiate and improve its education and research activities.

2. University Standards Rationale

The Japan University Accreditation Association (JUAA) evaluates and accredits universities based on the University Standards, which also serve as a guideline for universities to maintain appropriate standards and improve and enhance their competence in accordance with their mission and purpose.

Universities use the standards as criteria for conducting thorough self-assessment. For universities aspiring to full JUAA membership, the standards direct their endeavors to improving and enhancing their organization. Full members verify their day-to-day operations against the standards to enhance their development.

Each item in the University Standards has been designed to respect the autonomy of the institution in accordance with its mission and standing, while pointing out matters requiring attention for universities to fulfill their role.

Standards

This section states the standards that universities should adhere to as institutions of higher education while honoring their distinctive mission and purpose.

1. Mission and Purpose

The university clarifies its purpose and defines the direction of its education and research activities based on its mission. Each undergraduate and graduate division states its objectives in human resource development, education and research. These objectives clarify the distinctive character of each educational division, ensure academic freedom and fulfill the expected role of the university, as stated in the School Education Act, Article 83 Clause 1: “To provide broad knowledge, teach and conduct research in specialized fields as well as develop intellectual and ethical potential and the capability to apply knowledge gained,” and in the case of professional universities in particular, Article 83 Clause 2 (1): “To teach and conduct research in specialized fields and develop the capability required in specialized occupations, namely the capability to use and apply knowledge gained.” The objectives are appropriate to institutions of higher education and academic research organizations.

The university provides the necessary entities, systems and other means for its education and research to fulfill its mission and purpose. The university engages in self-assessment to substantiate and improve its education and research activities by examining that its activities are coherent with its mission and purpose.

The university states its mission and purpose in the university regulations, which are communicated to relevant university personnel and made public through printed and digital institutional publications.

The university compiles medium- to long-term plans and other strategies to realize its mission and purpose, with consideration for changes in society and prospects for the future. These plans are revised as necessary. They ensure the autonomy of the university in accordance with its organizational and financial foundation.

2. Internal Quality Assurance

The university bears primary responsibility for ensuring the quality of the education it offers. It is the responsibility of the university to engage in internal quality assurance to realize its mission and purpose. Here, internal quality assurance refers to a consistent and continual internal process including a plan-do-check-act cycle for

maintaining appropriate standards in the quality of education and learning that enables the university to be accountable for the education it offers.

The university establishes an entity responsible for implementing internal quality assurance for the whole institution in accordance with its mission, purpose and other relevant policies (hereinafter referred to as internal quality assurance entity) for smooth operations within the university to ensure quality and clarifies institution-wide policy and procedures for implementation (hereinafter referred to as internal quality assurance policy and procedures). This includes the university's basic approach to internal quality assurance; the authority and role of the internal quality assurance entity; the distribution of roles among that entity, undergraduate and graduate divisions and other organizations; as well as guidelines for planning, designing, implementing, verifying, and improving and enhancing educational programs.

The main element of internal quality assurance is the set of activities from planning and designing to implementing, verifying, improving and enhancing to secure the appropriateness of education and learning. To this end, the university first establishes degree award policies, curriculum design and implementation policies, and admission policies while also taking necessary institution-wide measures to design and implement educational content and teaching style. The university verifies the effectiveness of educational activities in light of its mission and purpose as well as the three policies and makes consistent and continual improvements and enhancements based on the results of the verification. Through these efforts, the university maintains a level of education that enables students to achieve learning outcomes and that enables it to be accountable for the appropriateness of its education. The internal quality assurance entity ensures that internal quality assurance activities are thoroughly carried out at undergraduate and graduate divisions and other organizations and implements the necessary measures to realize the university's mission and purpose.

The university verifies the effectiveness of educational activities for improvement and enhancement, and regularly carries out self-assessment targeting the whole institution as well as undergraduate and graduate divisions and other organizations in accordance with the university's mission and purpose as well as the three policies. The validity and objectivity of this self-assessment are enhanced by incorporating measures such as students' opinions and external perspectives. The university considers how to respond to recommendations from government authorities and certified evaluation and accreditation agencies.

The self-assessment carried out targeting undergraduate and graduate divisions and other organizations work in conjunction with a clear plan to enforce improvement and

enhancement. To this end, the internal quality assurance entity, while constantly assessing the status of quality maintenance within the university, plays a central role in the improvement endeavor by giving the necessary instructions or support to organizations within the institution to coordinate implementation of the plan.

As an independent institution entrusted by society, the university is committed to accountability for its education and research, self-assessment and the result, and financial and other operations by publishing the status of each in printed and digital format. The university publishes information on students' actual learning experiences and outcomes and strives to earn understanding of society about its education and research activities.

The university regularly inspects and evaluates the appropriateness of its internal quality assurance system and makes use of the results for improvement and enhancement.

3. Education and Research Organizations

The university establishes the necessary undergraduate and graduate divisions and other organizations to realize its mission and purpose, and appropriately administers them. These education and research organizations function as units of activity within the university and appropriately reflect its mission as well as other factors such as recent trends in academia, the demands of society and the international environment.

The university regularly inspects and evaluates the appropriateness of its education and research organizations and makes use of the results for improvement and enhancement.

4. Teaching and Learning

The university defines the learning outcomes it expects students to achieve and develops and provides organized and effective educational programs that enable students to make full use of their abilities in society to realize its mission and purpose. To this end, the university stipulates and publicizes the expected learning outcomes including knowledge, skills and attitudes in degree award policies for each degree program. Based on the degree award policies, the university defines and publicizes curriculum design and implementation policies, which include the structure of the curriculum, content of courses, classification of courses in the curriculum, and teaching style.

The university systematically organizes its curriculum and appropriately offers courses in the undergraduate, master's, doctorate and professional graduate programs, not only in accordance with legal requirements but also based on its curriculum design and implementation policies. The curriculum is organized coherently. Social changes such as trends in academia, globalization, and diversification of information usage as well as social needs and other factors are considered in offering appropriate courses to achieve each degree program's education and research objectives and learning outcomes. The university offers an orderly learning process that enables students to effectively achieve the learning outcomes and conforms with the academic framework.

The university carries out measures to ensure the achievement of the learning outcomes based on its curriculum design and implementation policies. As part of this, the university compiles appropriate syllabi, offers creative lesson formats, contents and teaching styles, assesses the status of learning and provides adequate guidance and support to enable motivated, independent, and effective learning and ensure that students achieve the expected outcomes.

The university takes measures to award credits in accordance with the credit system by considering the learning goals, content and teaching style of courses in each program. To ensure educational quality, students are informed in advance about the grading and credit-awarding schemes, which are objective, strict, fair, equitable, and in line with the content and instruction style of the subject. Degrees are awarded through these schemes in accordance with an appropriate system of responsibilities and procedures. The university appropriately recognizes previously earned credits and grants credits to those with practical abilities.

The university assesses and evaluates whether students have acquired the learning outcomes including the knowledge, skills and attitudes stipulated in the degree award policies. The university establishes indicators and methods to this end in advance.

The university regularly inspects and evaluates the appropriateness of the content and methodology of its educational programs and the measures taken to enable independent and effective learning by the students and makes use of the results for improvement and enhancement. It strives to appropriately use the assessed and evaluated learning outcomes in that process and to verify from as diverse a perspective as possible, such as by focusing on learning status and incorporating students' opinions and external perspectives to enhance the objectivity and effectiveness of its self-assessment.

5. Student Enrollment

The university stipulates and publicizes admission policies based on its degree award policies and curriculum design and implementation policies to realize its mission and purpose, clarifying the qualities it seeks in students including education up to high school, scholastic aptitude and abilities as well as the criteria and process by which applicants are screened. Student quotas and capacities are appropriately stipulated and publicized.

Based on the admission policies, the university establishes and implements an orderly and equitable student screening system by an appropriate entity. Screenings are implemented with consideration to students' diverse backgrounds such as the relation between higher and secondary education, acceptance of students with working experience and those from the international community including Japanese returnees, early enrollment, transfers from other universities, and transfers from other educational programs within the university. Information of benefit to applicants such as on tuition and other fees as well as on financial aid is provided in digital and other forms. The screening appropriately takes into consideration the needs of applicants requiring special accommodation.

To secure sufficient educational outcomes, the university appropriately controls the number of admitted students in relation to the intake capacity as well as the number of enrolled students in relation to the enrollment capacity.

The university regularly inspects and evaluates the appropriateness of its student admissions and makes use of the results for improvement and enhancement.

6. Faculty and Faculty Organization

The university defines the qualifications and qualities it seeks in faculty members and stipulates policies on the faculty organization structure of each undergraduate, graduate or other organization, to realize its mission and purpose, while taking into consideration its degree award policies and curriculum design and implementation policies. In line with these policies, faculty members are organized in accordance with the educational programs and student populations in the undergraduate or graduate course. Optimum faculty staffing levels are considered in relation to the needs in specific fields of study for effective education and research, and the placement of suitable faculty members translates into education that achieves learning outcomes and the university's research objectives. The university ensures that roles are distributed between faculty and staff members, and that they cooperate closely with a

clear indication of their responsibilities in providing organized and effective education and research. The university appropriately assesses the workload of faculty members.

The university carries out appropriate faculty placement to conduct continuous education and research. To this end, it has clear provisions for recruiting, appointing and promoting faculty members through an open and equitable process, with consideration for stability in their status. In the recruitment of faculty members, it is essential to actively seek talent both domestically and internationally in order to enhance the dynamism of the personnel system. As an institution of higher education and center of academic research, the university looks for faculty candidates with the necessary character, achievements in education and research, and contribution to academia and society. A balanced distribution of characteristics such as age, nationality and gender are considered in carrying out faculty placement.

The university engages in systematic and multilateral faculty development (FD) activities to enhance faculty competence. Through these activities, faculty members improve skills such as in teaching, developing and enhancing the curriculum based on an analysis of learning outcomes, and making classroom instruction more effective, with the aim of enhancement of education and learning outcomes. Measures are carried out to encourage activities required of faculty members to enhance their competence, such as in research and social contribution in addition to education. The university evaluates faculty performance, including in education, research, and social work to promote activity in these areas.

The university inspects and evaluates the appropriateness of its faculty organization and makes use of the results for improvement and enhancement.

7. Student Support

The university is responsible for not only cultivating human resources deeply cultured in a wide range of subjects with specialized knowledge but also empowering students with diverse backgrounds and senses of values to foster true humanity and maximize their competence. Bearing this in mind, the university stipulates policy on student support to realize its mission and purpose, establishes a system of student service and offers various forms of support to enable students to focus on studying and lead a secure campus life.

Supplementary, remedial and other forms of extracurricular education are provided to support learning based on student needs, as well as the support to enhance independent study. Individual support is provided to students with special needs and

those from the international community as well as those who have difficulty continuing their studies such as those repeating courses and those considering dropping out. Financial aid is offered through reduction or exemption of tuition and/or a university scholarship for students to study without financial worry.

Campus life support includes a system of appropriate counseling in mental and physical health with meticulous concern for the student living environment. Career support is provided to help students establish careers after they graduate. A special entity established for career guidance provides students support and guidance in choosing their path after graduation. The university strives to provide appropriate support for extracurricular activities including student clubs and volunteer groups.

In addition to providing support, initiatives concerning students' human rights are essential to ensure that students can focus on studying and lead a secure campus life. The university takes sufficient steps to prevent harassment, protect personal information, respect privacy and individual dignity, and in other ways protect students' basic human rights.

The university regularly inspects and evaluates the appropriateness of its student support and makes use of the results for improvement and enhancement.

8. Education and Research Environment

The university stipulates a policy on education and research environment to realize its mission and purpose, and in accordance with this policy, provides each entity with the necessary and sufficient grounds and buildings appropriate to the scale and nature of its role in education and research. The university provides an environment for students to engage in independent study and for faculty to offer substantial instruction and conduct meaningful research. Particularly, the university ensures safety and hygiene for users of facilities and equipment, provides an optimum network environment with appropriate information and communication technology (ICT) tools from the perspective of students, and promotes their use. In view of recent advances in information technology, faculty, staff and students are provided with a strong foundation in information ethics. The university also strives to provide other appropriate means to enhance student comfort on campus.

The university provides an adequately sized library and systematically acquires the appropriate amount and quality of academic resources. The library provides the environment and necessary staff to contribute to student learning and the education and research activities of faculty members. It also strives to build a network with

education and research institutions in Japan and abroad to share academic information.

The university clarifies its basic policy on research and provides appropriate research funds and labs, secures faculty research time, utilizes expertise of teaching assistants (TA) and research assistants (RA), and specialized research support personnel, and based on a long-term perspective, it provides an environment that promotes education and research activities by faculty members.

The university clearly stipulates regulations in research ethics to prevent research misconduct and establishes an appropriate organ to ensure compliance and the soundness of research activities.

The university regularly inspects and evaluates the appropriateness of its education and research environment and makes use of the results for improvement and enhancement.

9. Social Cooperation and Contribution

The university promotes cooperation with education and research institutions, corporations and other organizations, and the local community it serves. It makes use of its intellectual resources to build a system to effectively provide the knowledge and technology it creates to contribute to society.

The university stipulates policy on social cooperation and contribution with these concerns in mind, and in accordance with this policy, assesses and responds to social needs including from the local community through its education and research organizations.

With the connection between people and things, and the impact of social issues extending beyond a single country's borders today, discussions about university education and research require a global perspective, which all universities are expected to possess. When the university values proactive participation in the globalization process, it clarifies policy on globalization and works to promote international exchange among students, faculty and staff, cooperate with international organizations and those overseas, communicate research findings, provide knowledge and skills abroad, and provide opportunities for international exchange to the local community.

The university regularly inspects and evaluates the appropriateness of its social cooperation and contribution and makes use of the results for improvement and enhancement.

10. University Management and Finance

(1) University Management

The university stipulates policy on university management to realize its mission and purpose and implements medium- to long-term plans and other strategies with consideration for future prospects, which it informs faculty, staff and the administration. That policy establishes a system for the President to make responsible decisions with appropriate university management by heeding to opinion from relevant university personnel. Many universities in Japan are composed of an academic organization and a corporate organization that establishes the university. The authority and responsibility of both entities are clearly defined for an appropriate system of management and cooperation.

Decisions are made and authority is exercised appropriately and equitably, complying with relevant laws and regulations and the university's policy on university management. The authority and responsibility of positions such as the President, Vice President and Dean as well as the Chairman of the Board and other board members are clarified with appropriate procedures for appointment and dismissal. The university formulates and executes the budget ensuring transparency and an appropriate process.

The university establishes the necessary organizations to manage university operations efficiently and effectively and ensures cooperation and coordination between faculty and staff members as they fulfill their roles with a clear indication of their responsibilities. Both faculty and staff members have a deep understanding of the purpose of the university's education and research activities, especially the need for student support. Staff with specialized knowledge and skills are cultivated and distributed appropriately. The university carries out organized staff development (SD) activities to cultivate and enhance the faculty and staff members' abilities necessary for university management.

The university stipulates regulations for staff appointment and promotion and strives to secure outstanding talent. It enhances staff members' incentives by rewarding them with improved benefits based on appropriate evaluations of their work.

The university establishes an audit system to ensure that it is managed according to its university management policy. It regularly inspects and evaluates the appropriateness of its university management and makes use of the results for improvement and enhancement.

(2) Finance

For continuous implementation of education and research activities, the university secures a firm financial foundation based on clear and appropriate medium- to long-term financial plans and manages it effectively and fairly. The university has a firm foundation to fulfill its mission in cultivating capable human resources for the good of the nation, advancing academic research, and maintaining and enhancing the level of education and research. For this reason, the university lays emphasis on stable financial management.

The university avoids excessive reliance on tuition for revenue and secures other sources of income for maintaining and enhancing the level of education and research. The university strives to acquire external funds and proactively engages in the diversification of its income sources.